

Planning and Development  
1947 Center St, 2nd Floor  
Berkeley, CA 94704

INFORMATION

# CITY OF BERKELEY LAND USE DIVISION GUIDE TO SUBMITTING A ZONING PROJECT APPLICATION

[planning@cityofberkeley.info](mailto:planning@cityofberkeley.info) • Phone (510) 981-7410, TDD (510) 981-7450

## HOW TO SUBMIT A ZONING PROJECT APPLICATION

There are two ways to apply for a zoning permit (Administrative Use Permit, Design Review, Landmarks, Pre-Application, Use Permit, Zoning Research Letter).

### GENERAL INFORMATION

This document provides guidance for submitting most **zoning applications**. Please refer to the **Zoning Project Application Submittal Requirements** to determine the minimum requirements for your project.

Applications for **Design Review, Landmarks Alterations, Zoning Research Letters / General Pre-Applications**, and Preliminary Applications for projects under SB-9, **SB-35**, and **SB-330** have their own requirements.

All **Land Use Forms, Instructions, and Supplemental Information** can be found at: <https://berkeleyca.gov/construction-development/permits-design-parameters/permit-types/permit-forms>

#### **Electronically:**

For applications that have small file sizes, you can email your completed application materials to [Planning@cityofberkeley.info](mailto:Planning@cityofberkeley.info) with the subject line “Electronic Zoning Submittal – your project address.”

For applications with larger files, staff will send you a personalized BOX.com link where you can upload your application materials. Please use the subject line “Request for Zoning BOX link – your project address.”

*Please note that we are unable to accept files from Dropbox or Google Drive links.*

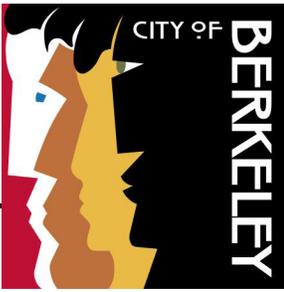
Land Use staff will screen your application materials. Once we have received all the necessary submittal items, we will identify the applicable zoning permits and provide an invoice for your project. Your application is considered accepted once you’ve paid the initial invoice.

#### PAYMENT OPTIONS:

- Permit Service Center Cashier:** 8:30 am – 2:30\* pm, Mon-Thurs (\*closed from 12:30 – 1:30 pm)
- Online Payment: Permit Portal** (note – there is a third-party service fee for online credit card payments)
- PSC check drop-off outside of Cashier hours:** Ask the PSC Welcome Desk to assist you. Dropped off check payments will be processed the following business day; we will contact you if any additional information is needed for the payment. **PSC is open Monday-Thursday 8:30 am – 2:30 pm – please do not drop off payments outside of those hours.**

Once an application is accepted, either electronically or in person, the assigned planner will complete an initial review within 30 days of payment. Based on the review of your project, they may request additional submittal items not provided at intake, clarifications and corrections, and/or identify other zoning permits that are required. Additional materials may be required to comply with California Environmental Quality Act (CEQA).

If you need assistance determining what you need, you may email [Planning@cityofberkeley.info](mailto:Planning@cityofberkeley.info) or visit the Zoning Counter during **Permit Service Center** business hours to speak with a planner. Walk-in Zoning Counter assistance is limited to 30 minutes per customer per visit.



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## DIGITAL PLANS AND DOCUMENT STANDARDS

All zoning project applications and materials must be provided in digital format. The instructions below outline the standards for digital files. Hard copy plan sets may be required by the project planner, if necessary to facilitate project review.

**Design Review Committee, Landmarks Preservation Commission, and Use Permit applications:** 12 copies of 11" x 17" or 12" x 18" plan sets must be submitted at least two weeks prior to the public meeting or hearing.

### General requirements for all digital documents:

- Allowable File Formats: PDF documents (no PDF portfolios)** Convert all documents created in programs such as Word, Excel, or AutoCAD.
- Maximum File Size:** 20 MB
- Resolution:** Plans, photos, and other graphics should be 300 DPI/PPI. Text documents should be between 100-150 DPI/PPI.
- Minimum Font Size:** 10 point
- Grouping:** If under 20 MB, all required documents should be in one file. If over 20 MB, please separate the forms, keeping all the same pages of the same forms in one document, but with multiple files.

### Tips for reducing file size and organizing your files within the required size limits for submittal:

- For PDFs, disable editing capabilities, flatten all layers, and use "Reduce Size PDF" function when available.
- Separate the forms into their own individual files if over the 20 MB limit.
- Submit as separate PDF files when you do not have access to software to combine multiple PDF's. City Staff will combine them when size limits allow.

### Disclosures

- All application materials become the property of the City of Berkeley and are subject to public review.
- You are responsible for the accuracy and completeness of all application materials. Incorrect, internally inconsistent, or incomplete information will delay the review of your application.
- All application material must be clear and legible. The Land Use division reserves the right to reject application material for being poor reproductions, cluttered or confusing, or being unreadable upon opening.

If you need assistance determining what you need, you may email [Planning@cityofberkeley.info](mailto:Planning@cityofberkeley.info) or visit the Zoning Counter during **Permit Service Center** business hours to speak with a planner. Walk-in Zoning Counter assistance is limited to 30 minutes per customer per visit.